

Memorandum

DATE: **August 21, 2023**

WAP Memorandum 111

Carrie Smith

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REPLY TO

ATTN OF: **Carrie Smith, Readiness and Retrofit Program Manager, Weatherization Assistance Program**

SUBJECT: **Weatherization Assistance Program Data Collection Updates - REVISED**

TO: **WAP Grantee Program Managers, WAP Subgrantee Managers**

REVISION: The process to obtain approval from the Office of Management and Budget (OMB) for data collection tools and forms known as an Information Collection Request (ICR) was submitted to OMB on March 23, 2023, and the review is taking longer than originally anticipated. Therefore, the following revisions are made to WAP Memorandum 103: Data Collection Update previously issued on March 6, 2023, now WAP Memorandum 111:

- 1. Grantees and Subgrantees may elect to use DOE funds, including both Training & Technical Assistance (T&TA) and Administrative, to begin adjusting data collection systems in anticipation of this implementation.*
- 2. New data collection fields are anticipated to be implemented in Program Year (PY) 2024.*
- 3. Until OMB approval is received, Grantees should continue following the reporting requirements in the Terms & Conditions (T&Cs) and the Performance and Accountability for Grants in Energy (PAGE).*

The U.S. Department of Energy's (DOE) Weatherization Assistance Program (WAP) is required, per the Paperwork Reduction Act (PRA), to obtain approval from the OMB for data collection tools and forms on a three-year cycle through a process known as an Information Collection Request (ICR).

DOE is in the process of renewing and revising the previously approved ICR (OMB Control Number [1910-5127](#)) to continue collecting information required to respond to OMB, congressional and consumer requests, and inform budget preparation and grant administration. A [30-day Federal Register notice](#) was published March 6, 2023.¹ Following the 30-day notice the ICR was shared with OMB for review and approval.

In addition to renewing the current data collection forms per PRA, this ICR process also introduces new data collection fields to address reporting requirements related to Weatherization Readiness Funds (WRF), Justice40² and annual Congressional Reporting (Multifamily Buildings). These requirements will apply to WAP annual and Bipartisan Infrastructure Law (BIL) awards. Though each of these additional requirements are included in public laws or Executive Orders, DOE is still required to get approval for the collection from OMB.

¹ <https://www.federalregister.gov/documents/2023/03/06/2023-04530/extension-of-a-currently-approved-information-collection-for-the-weatherization-assistance-program>

² The Justice40 information is required by every federal agency per Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, Executive Order 14008: Tackling the Climate Crisis at Home and Abroad and OMB Memorandum 21-28: Interim Guidance for the Justice40 Initiative.

While DOE awaits the approval, the following is being transmitted so agencies can begin planning for any adjustments to tools and/or systems in anticipation of these new requirements. Please note the forms and performance measures are not final until DOE receives OMB approval; **Grantees and Subgrantees may elect to use DOE funds to begin adjusting Grantee-level data collection systems in anticipation of this implementation.** The following list identifies the new data collection fields that are **anticipated to begin in Program Year 2024:**

1. **WAP Annual File Worksheet (DOE Form 540.2):** This form is being renewed per PRA and has no new data collection additions.
2. **WAP Quarterly Performance Report (DOE Form 540.3):** The new information to be collected includes:
 - a. **Completed Units by Subgrantee:** Grantees will report the number of units by Subgrantee completed during the quarter.
 - b. **Multifamily Buildings:** Grantees will report the total number of multifamily buildings (5 or more units per building) completed during the quarter.
 - c. **Buildings by Weatherization Readiness Funds:** By housing type, Grantees will report the number of units weatherized with DOE funds during the quarter that also benefited from DOE Weatherization Readiness Funds.
 - d. **Renewable Energy Installed (total capacity):** Grantees will report the sum of installed renewable energy system capacity in Kilowatts (e.g., solar photovoltaic systems) and British Thermal Units (BTU) per hour (e.g., solar thermal systems) based on all completed units reported this quarter.
3. **WAP Annual Training, Technical Assistance, Monitoring, and Leveraging Report (DOE Form 540.4):** The new information to be collected includes:
 - a. **Training and Technical Assistance Activities:** Grantees will provide a summary of workforce partnerships and recruitment and retention initiatives including lessons learned.
 - b. **Weatherization Readiness:** Grantees will report on the WRF activities and data specified within WPN 23-4. Grantees may use the optional WAP Deferral Tracking Spreadsheet or another report to submit this portion of the annual report. The specific metrics are:
 - i. The number of completed buildings and units receiving WRF by housing type.
 - ii. The average age of buildings receiving WRF.
 - iii. Nature of repairs needed. This is not an exhaustive list and Grantees may add repairs as needed.
 1. Roof repair
 2. Exterior wall repair
 3. Interior repair (floor, ceiling, wall, etc.)
 4. Foundation or subspace repair
 5. Exterior drainage repairs (e.g., landscaping or gutters)
 6. Plumbing repair
 7. Electrical repair
 8. Clean-up or remediation beyond typical scope of WAP
 - a. Lead paint
 - b. Asbestos (confirmed or suspected, including vermiculite)
 - c. Mold and/or moisture
 - d. Other – please specify

- iv. DOE WRF expenditure per annual formula unit and building;
 - v. DOE WRF expenditure per BIL unit and building; and
 - vi. Leveraged fund expenditure per unit and building (i.e., funds such as Low-Income Home Energy Assistance Program, Housing and Urban Development, non-federal, etc. braided with WRF to make building weatherization ready).
- c. **Diversity, Equity, Inclusion and Energy Justice:** Grantees will describe actions to advance equity, foster a welcoming and inclusive environment in the weatherization program, support people from underrepresented groups in the weatherization workforce, and engage community-based organizations committed to workforce development, diversity, and energy justice. At a minimum, the report must include:
- i. The number of contracted businesses during the year, by either the Grantee or Subgrantee, that are Minority, Women, or Veteran Owned.
4. **WAP Subgrantee Information Worksheet (DOE Form 540.5):** This form is being renewed per PRA and has no new data collection additions.

Additional Information Collection Requests (ICRs) relevant to WAP:

1. **Annual Historic Preservation Report (DOE Form 540.6):** This form is being renewed in a separate ICR (OMB Control Number 1910-5155) per PRA and has no new data collection additions.
2. **Sustainable Energy Resources for Consumers, Community Scale Pilot Project and Enhancement and Innovation Grant Reporting Forms:** Reporting for the WAP innovation programs is included in a separate ICR (OMB Control Number [1910-5157](#)) and no additional changes are proposed at this time.
3. **OMB Standard Forms (SF) 424, 424A, 425:** These forms are maintained by PRA and have no new data collection additions.

DOE WAP will provide training via a webinar to assist WAP Grantees with collecting and reporting additional data. Information specific to training dates and times will be shared via DOE Project Officers.

In addition, the Performance and Accountability for Grants in Energy (PAGE) system will undergo updates to accept new data fields. Grantees should begin updating their reporting systems in preparation for the new data collection fields.

If you have questions regarding the information in this Memorandum, please contact your DOE Project Officer.